



Republic of the Philippines
Cordillera Administrative Region
Department of Education
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet
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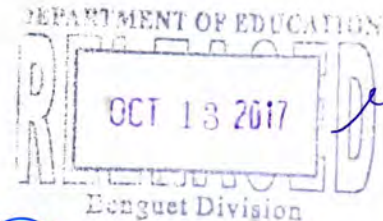


October 12, 2017

DIVISION MEMORANDUM

No. 244 s. 2017

**To: Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
High School and Elementary School Heads**



From: MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

NESTOR L. BOLAYO
Public Schools District Supervisor
CIC-Assst. Schools Division Superintendent

Subject: DIVISION INDUCTION TRAINING PROGRAM FOR NEWLY HIRED NON-TEACHING PERSONNEL

1. There will be a three (3) day induction training program on October 23-25, 2017 to be held at the Calajo Restaurant, La Trinidad, Benguet.
2. This training primarily aims to ensure that participants will gain deeper Knowledge and Skills on the ff.:
 - a. Code of ethics for Government employees
 - b. Rules Implementing the code of conduct and ethical standards for public offices and employees (RA 6713)
 - c. Basic Communication
 - d. Health and Wellness Program
 - e. Employees benefits and Financial Literacy
 - e. Overview on the RAT program
 - f. Results-Based Performance Management System (RPMS)
3. Participants are the permanent non-teaching personnel.
(please see attached List of participants)
4. Training materials, snacks and lunch for three days will be provided charged against Division MOOE while travel and other incidental expenses of the participants are chargeable to local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.

Enclosure 1: List of Participants

1	AGTANI,JOVEN B.	Project Development Officer I	SDO Benguet
2	AGUINDANG, PURIZA D.	Administrative Assistant II	Kapangan NHS
3	ALINGBAS, MEL W.	Administrative Assistant II	SDO Benguet
4	ALINGBAS, RUDYLINE M.	Administrative Assistant II	TSHI-Annex
5	ALINGBAS,ABNER W.	Administrative Officer II	Alejo MPMNHS
6	AMBROSIO, DENNEIL SEDRICK L.	Project Engineer	SDO Benguet
7	ANTON, ANNA FE C.	Administrative Assistant II	Binga NHS
8	AROCO, JULIA O.	Administrative Assistant II	TSHI-Main
9	ASUDERA,TWINKLE D.	Administrative Assistant II	SDO
10	BABSA-AY, SISA B.	Administrative Assistant II	Laurencio FMNHS
11	BAGTA, DAVE N.	Administrative Assistant II	Cordillera RSHS
12	BALWANG, JACQUELINE B.	AA VI	SDO
13	BANDAO, SHANI LU P.	Administrative Assistant II	Eastern LTNHS
14	BANGSE-IL, CLIFONE K.	Administrative Assistant II	Atok NHS Main
15	BASATAN, GEMMA T.	Administrative Assistant II	Cabiten NHS
16	BAUTISTA, ELRODIZA M.	Administrative Assistant II	Sablan NHS
17	BIGO, JULIE ANN	Admin. Assistance III	SDO Benguet
18	BILLY , MARIE ASSUMPTA W.	Registrar I	Loo NHS
19	BUGNAY, JANELYN O.	Administrative Assistant II	Loo NHS
20	CADUNOG, VIMA C.	Administrative Assistant II	SDO Benguet
21	CALAPEN, ANFE M.	Admin. Aide VI	SDO Benguet
22	CELINO, EUFRALYN	Administrative Assistant III	SDO Benguet
23	CONCEPCION,GERALDINE	Administrative Assistant III	SDO Benguet
24	COSALAN, MAE FATIMA	Nurse II	Sablan District
25	COSENDO, JHOY A.	Administrative Assistant II	Madaymen NHS
26	CUIDNO, ALFREDO H.	Administrative Assistant II	Bokod NHS-Annex
27	CURA, JENALYN B.	Administrative Assistant II	Ampusongan NHS Main
28	DACWAYAN, GERALDINE P.	Administrative Assistant II	Fianza MNHS
29	DAYAGAN, RICHELLE T.	Administrative Assistant II	Adaoay NHS
30	DIAUS, NARCISA D.	Administrative Assistant II	Buguias NHS
31	DIAZ, JULIENE C.	Administrative Assistant II	Lepanto NHS
32	DIMOG, ROSELYN B.	Project Engineer	SDO Benguet
33	DOMEGYAY,GLENDA	Administrative Assistant II	SDO Benguet
34	ELLIO, LUCYL Q.	Administrative Assistant II	Atok NHS Anex
35	GAMOTLONG, NADIA W.	Administrative Assistant II	Evelio JMNH-Main
36	GUINDAYAN, ARGEL L.	Administrative Assistant II	Bangao NHS
37	IGUALDO, CANOL	Nurse II	Bakun NHS
38	JACKFREY, AGUSTINA M.	Administrative Assistant II	Bulalacao NHS
39	JOSE, JOCELYN G.	Administrative Assistant II	Kibungan NHS
40	KILLIP, ROSE VIRGINIE	Nurse II	Sinipsip NHS
41	LEE, JENNY KIMBERLY B.	Administrative Assistant II	Ampucao NHS-Annex
42	LIDUA, BRYAN T.	Registrar I	Benguet NHS
43	LUPANTE, LIZELLE L.	Administrative Assistant II	Taloy Sur NHS
44	MALAFU , ROLANDO F.	Guidance Counsellor	CRSNHS
45	MERINO, MARCELLI T.	Administrative Assistant II	Twin Peaks NHS
46	OLAY, CAIVER	Admin. Aide VI	SDO Benguet
47	OWAO, JONNA D.	Administrative Assistant II	Bedbed NHS
48	PACLOS, MERCEDES E.	Administrative Assistant II	Tuba NHS
49	PANAYO, ZENAIDA B.	Administrative Assistant II	Bokod NHS-Main
50	PEPING, FAYE	Administrative Assistant III	SDO Benguet
51	PERCIANO, JOANA MARIE T.	Project Engineer	SDO Benguet
52	QUILANG, VINA MARIE D.	Administrative Assistant III	SDO Benguet
53	SAGANTIYOC, JOSAN L.	Administrative Assistant II	La Trinidad NHS
54	SALVINO, CRIZALYN MAE M.	Administrative Assistant II	Loacan NHS
55	SANTOS, TERESITA F.	Administrative Assistant II	Balili NHS-Main
56	SAPIGAO, EDGAR W.	Administrative Assistant II	GBDAIS-Extension
57	SIMEON, NOMAR	Administrative Assistant III	SDO Benguet
58	SORIANO, CHRISTIAN KEITH T.	Administrative Assistant II	Tacadang NHS
59	SUCLAD, JOVELYN G.	Administrative Assistant II	GBDAIS-Main
60	TOBIAS, NIKKI M.	Administrative Assistant II	Kamora NHS
61	TOMAS, MIRALYN P.	Administrative Assistant II	Benguet NHS
62	WAGANG, JOAN HERMINIA B.	Guidance Counsellor	Ampusongan NHS
63	WAGUIS, ROSELLE KRISTENE	Nurse II	Buguias NHS
64	WANKEY, MARLYN M.	Administrative Assistant II	Ampucao NHS
65	YOG-A, GENEVIEVE A.	Administrative Assistant II	Mankayan NHS